

ASHEVILLE DOWNTOWN COMMISSION

REQUIREMENTS FOR FORMAL DESIGN REVIEW

For Formal Design Review submit 14 half-size sets of plans at a standard architectural scale. Submittal must be received by City staff at least 3 weeks prior to Downtown Commission meeting date. The following information shall be included:

COVER SHEET:

- Total area of site in square feet.
- Number of proposed new buildings with gross square footage for each (including parking structures).
- Square footage for each building's footprint and the percentage of the site covered by the building(s).
- Number of stories for each building, as defined by Code.
- Number of parking and loading spaces - existing, proposed, # required by zoning and percentage of the total site covered by parking.
- Percentage of the total site dedicated to paving (driveways, walkways, courtyards, and trash storage).
- Existing zoning and any requested variance(s) either from zoning or UDO.

SITE PLANS: Site Plan shall be at 1:50 or larger.

- Vicinity map: Show property in context with the neighborhood.
- Property lines, setback lines, easements, right-of-ways and their dimensions.
- All structures: primary and accessory buildings, fences, decks, trash enclosures, etc.
- Treatment of all areas not covered by structures: landscaped areas, parking areas, walkways, driveways, location of curb cuts.
- Location of light standards and fixtures.
- Proposed street dedications and improvements - curbs, gutters, ramps, sidewalks.
- Parking lot layout and loading areas if applicable.

LANDSCAPE PLANS (may be combined with site plan)

- Pedestrian and vehicular circulation systems, parking areas, driveways and other paved areas.
- Existing trees (location, species, size) to remain.
- Existing trees (location, species, size) to be removed.
- Prominent natural features.
- All proposed trees, shrubs, ground cover and other plant materials with outline of mature size. Show the location, species and size of plants.
- Outdoor equipment, such as benches, trash cans, etc.
- Fences and walls.

- Grading plan, showing existing and proposed contours.

ELEVATIONS: Elevations shall be accurately color-rendered.

- Drawings showing relationship of proposed building(s) to adjacent properties.
- All exterior elevations, including existing structures to maintain.
- Finished floor elevations.
- Stairs, ramps, fences and walls.
- Refuse, storage and pickup areas.
- Utility meters, meter boxes, and their proposed screening.
- Flues, chimneys, exhaust fans and downspouts.
- Canopies, awnings, sunshades, louvers.
- Balconies and decks.
- Mechanical equipment (including rooftop equipment) and proposed screening.
- Antennas, or any exterior communication apparatus.
- Type of glazing (e.g., clear, opaque, etc.)
- Call out all materials to be used.
- Location and size of lighting standards and fixtures (both fixed to the building and freestanding).

FLOOR PLANS: Floor plans shall be at a scale of 1/16"=1' or larger

- Floor plans of all floor levels.
- Location of primary pedestrian entrance.
- Location of entrance from parking.
- Roof plan including the location of mechanical equipment.

SIGNAGE PLANS:

- A site plan and elevations, showing the dimensions, form and exact location of any proposed sign(s).
- Area (in square feet), and style of letters/symbols of the proposed signs.
- Sign materials (wood, plastic, metal, etc.) and color samples.
- Indicate whether signs are to be illuminated.
- Any requested variance from UDO or sign ordinance.

COLOR AND MATERIAL SAMPLES BOARD

- Samples and colors of all exterior materials, including all wall surfaces, glazing, trim and paving materials.